

23-601 PURCHASE OF SERVICE FROM A PUBLIC OR PRIVATE AGENCY (Continued) 23-601

- .23 A "Request for Proposals" (RFP) means the county's description, in document form, of a specific problem or need to which a vendor describes an approach to a solution or solutions. It also contains other contract requirements. Although price is a key factor, the originality and effectiveness of the proposal and the background and experience of the vendor are evaluated in addition to the bid price.
- .24 A "Responsible Bidder" means one who:
 - .241 Possesses adequate financial resources, or the ability to obtain such resources as required during performance of the contract; and
 - .242 Has the ability to comply with the proposed delivery or performance schedule, taking into consideration available expertise and any existing business commitments; and
 - .243 Has no record of unsatisfactory performance, lack of integrity, or poor business ethics; and
 - .244 Is otherwise qualified and eligible to receive an award under applicable statutes and regulations.
- .25 A "Responsive Bidder" means one whose bid or proposal substantially complies with all requirements of the IFB or RFP.
- .26 A "Preaward Survey" means an evaluation of a prospective contractor's performance capability under the terms of a proposed contract.

23-602 CODE OF CONDUCT 23-602

- .1 The county shall maintain a written code or standard of conduct that shall govern the performance of its officers, employees and agents engaged in the awarding and administration of contracts that are subject to Chapter 23-600.
- .2 The code or standard shall provide for disciplinary actions to be applied for violations of such code or standard by the county's officers, employees, and agents, including contractors and their agents.
 - .21 Such disciplinary actions shall be required to the extent permissible under the county's laws, rules, or regulations.

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- .3 The county's officers, employees and agents, including contractors and their agents, shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors.
- .4 No employee, officer, or agent of the county shall participate in the selection, award, or administration of a contract subject to Chapter 23-600 where any of the following has a financial or other interest in that contract:
 - .41 The employee, officer, or agent.
 - .42 Any member of his or her immediate family.
 - .43 His or her business partner.
 - .44 An organization in which any of the above is, or has been during the previous 12 months, an officer, director, board member, employee or consultant.
 - .45 A person or organization with whom any of the above individuals is negotiating employment or has any arrangement concerning prospective employment.
 - .46 Other interests as the county may elect to specify in its Code of Conduct.
- .5 Counties shall follow national policy to award a fair share of business to small, minority, and women-owned firms. The affirmative steps that shall be taken towards this goal are set forth in 45 CFR Part 74, Subpart P, Appendix G.9 and 7 CFR 277.14(e).

23-604 CONTRACT PROVISIONS	23-604
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This section contains provisions that shall be included in county contracts for services whether procured through formal advertising or negotiation. The requirements shall also apply to subcontracts of any tier under such contracts.

- .1 All contracts shall be written and contain all of the terms and conditions agreed to by the parties and shall constitute the complete agreement between them.